

**National School Lunch and Breakfast Programs
On-Site Review of Meal Counting and Claiming Procedures**

School Food Authority (District Name)

School Name (One Per Building)

Attendance Factor	_____ %	Meal Count Day of Review	Currently Approved
Free			
Reduced-Price			
Paid			

I. Application/Direct Certification Approval

1. Are free and reduced-price applications on file correctly approved? ☐ Yes ☐ No ☐ N/A
2. Was verification of free and reduced-price applications correctly completed by November 15? ☐ Yes ☐ No ☐ N/A
3. Are changes in eligibility status made within 3 operating days when benefits are increased and 10 operating days when benefits are decreased? ☐ Yes ☐ No ☐ N/A
4. Is direct certification documentation maintained by the school/district? ☐ Yes ☐ No ☐ N/A

II. Benefit Issuance List

1. Is a benefit issuance list used in the meal system? ☐ Yes ☐ No ☐ N/A
2. Do names listed on the benefit issuance list match approved applications/direct certification letters on file? ☐ Yes ☐ No ☐ N/A
3. Is the benefit issuance list updated as needed? ☐ Yes ☐ No ☐ N/A

III. Meal Count System

1. Does the meal count system produce an accurate count of reimbursable meals (free, reduced-price or paid) served to eligible children? ☐ Yes ☐ No ☐ N/A
 - a. Is the implemented collection procedure the approved collection procedure? ☐ Yes ☐ No ☐ N/A
 - b. If the meal count is not taken at the end of the foodservice line (point of service), does the school have a system to account for reimbursable meals? ☐ Yes ☐ No ☐ N/A
 - c. Are only meals that meet meal pattern requirements counted and claimed for reimbursement? ☐ Yes ☐ No ☐ N/A
 - d. Does the collection procedure ensure that only one meal per child per day is claimed for reimbursement? ☐ Yes ☐ No ☐ N/A

2. Does the meal count system prevent overt identification? ☐ Yes ☐ No ☐ N/A
 - a. Is the medium of exchange made available to all students at the same location? ☐ Yes ☐ No ☐ N/A
 - b. Are accepted codes used to identify students as free, reduced-price or paid? ☐ Yes ☐ No ☐ N/A
 - c. Does the school have a trained substitute cashier? ☐ Yes ☐ No ☐ N/A
 - d. Is there a backup counting system in case of mechanical failure of the automated system? ☐ Yes ☐ No ☐ N/A

IV. Meal Count Recording and Edit Checks

1. Does the school use proper procedures for counting and recording meals? ☐ Yes ☐ No ☐ N/A
2. The number of free and reduced-price meals claimed do not exceed the number of free and reduced-price eligibles for each day of the review month? ☐ Yes ☐ No ☐ N/A
3. Does the school have proper procedures to manage and safeguard cash for a la carte, adult meals, etc.? ☐ Yes ☐ No ☐ N/A

V. Results of Review

1. Is a corrective action plan required? ☐ Yes ☐ No ☐ N/A
2. Is a follow-up review required? ☐ Yes ☐ No ☐ N/A

VI. Comments, Notes and Observations During the Review

VII. Suggested Corrective Action (Follow-up in 45 days)

Signature

Date of Review (by February 1)

Maintain at District Office – Do Not Mail to State Agency



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National School Lunch and Breakfast Programs On-Site Review of Meal Counting and Claiming Procedures Instructions

National School Lunch Program regulations 7 CFR 210.8(a)(1) require that the School Food Authority (SFA) conduct an on-site review in each building annually before February 1.

Food Service Management Company (FSMC) personnel may not complete the annual on-site reviews. Only employees of the SFA may perform this function.

The SFA must review all free, reduced-price and denied applications to assure that they have been accurately approved and that students are receiving the correct benefits to which they are entitled. Refer to the *Eligibility Guidance for School Meals Manual* at the following Web site: <http://www.fns.usda.gov/cnd/guidance/default.htm>.

The monthly claim for reimbursement must be supported by an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in each building.

A point-of-service meal count is defined as a system of counting meals at that point in the food service operation where it can be accurately determined that a reimbursable free, reduced-price or paid meal has been served to an eligible student.

Adult meals, a la carte items and second student meals are not reimbursable and should be accounted for separately.

The **only** approved alternatives to the point of service meal count include:

- Schools taking a meal count at the beginning of the meal service line, provided a staff person at the end of the meal line check to ensure the student has a reimbursable meal; and
- Schools approved by the State Agency to use Special Provision 2 simplified counting procedures. These schools must complete a review form specifically for schools using special provisions during non-base years. During the non-base years, Provision 2 schools only count the total number of reimbursable meals at the point of service. Meal counts by eligibility category are not required.

If any of the questions are answered “No,” a corrective action plan is required. Follow-up of corrective action must take place within 45 days of the review.